

WELCOME TO OUR LIBRARY!

Follow these 3 easy steps for your library card.

1. Fill Out Application Below.

Bring your application to the Children's Room circulation desk.

- Teacher cards are issued to teachers in Concord Union School District, Penacook Elementary School, Merrimack Valley Middle School and to teachers in schools and day cares located in Concord and Penacook, up through eighth grade.
- A teacher card is valid for children's books and audio materials only.
- The loan period is 42 days with no renewals. Regular fines will accrue for overdue items.
- Borrowing up to 35 books at a time is permitted, a limit of 5 books on a subject applies.

2. Present Proper Identification.

Acceptable forms of Identification:

• Preferred: Current NH Driver's License with current address

And...

Application:

• **Proof of employment** at school is required, this may be a pay stub from the school at which you are employed, your school ID, a letter from the school principal, or the listing of your name on your school website as being on staff.

NAME (LAST) (FIRST) SCHOOL SCHOOL MAILING ADDRESS CITY ______STATE _____ ZIP CODE _____ SCHOOL PHONE HOME MAILING ADDRESS _____ *HOME PHONE ______ *CELL PHONE _____ PERSONAL IDENTIFICATION NUMBER (PIN) __ _ _ _ (FOUR NUMBERS) You need a PIN if you wish to access your account from your home computer or from the Library's public access terminals in order to place an item on Hold, check your due dates, etc. EMAIL ADDRESS By providing your email address you will receive Overdue Notices (sent when material is 7-10 days overdue) and Hold Pick-up Notices (sent within 1-2 days of availability) by email instead of receiving calls or snail mail. It is your responsibility to provide us with an accurate and current address. The library is not responsible for undeliverable emails. We will not share your address with anyone. 3. Bring Completed Application to the Children's Room Circulation Desk. FOR LIBRARY USE ONLY FORM OF ID 2450300_____ 9 TEACHER

STAFF INITIALS _____